

Subject: **Unfilled More at Four Slots**
Date: January 2, 2008
From: Jamie Woodlief
To: More at Four Administrators, More at Four Program Contacts, More at Four Fiscal Contacts

This email serves as a reminder that House Bill 1473 requires funds for any unfilled More at Four Slot as of January 31, 2008 to be returned to the Office of School Readiness. An unfilled slot is defined as a slot for which you have not received reimbursement. Therefore, it is imperative that all slots be filled prior to this deadline so that you may keep your current allocation through SFY 2007-08.

Due to your hard work in SFY 2006-07 all funded slots were filled. In SFY 2007-08, we were funded for the largest program expansion to date, 10,000 additional slots. With an expansion this size, our office has concentrated primarily on providing assistance to you in requesting slots.

Our office will now begin calling to discuss your plans for and offer assistance in filling slots. Here are a few things that you can do to prepare for the next few weeks:

1. Make every effort to find those "hard to reach" children.
2. Review the new More at Four attendance policy and attendance payment policy. Do you have any situations that might qualify as an exception? Did you check home visits as an attendance day?
3. Ensure all child forms are in ready to submit or submitted status every month. Review each classroom attendance report, prior to submitting, to ensure all children who received a service that month are listed on the form with appropriate attendance days checked.
4. Submit your monthly request for reimbursement to our office as soon as you can, but no later than the 10th business day of the month following the services. Make sure you have submitted a request for reimbursement for all classrooms. If you have not requested reimbursement, even if the slot was filled, it is considered unfilled until we pay for the service.

If you determine you have an unpaid slot - ask your self the following questions:

1. Can I move this slot to a site that has a waiting list?
2. Can I open another site/classroom?

If you respond yes to either of these questions, submit the appropriate on-line Change Requests through MAFPlan.

If you can not fill a slot and all efforts have been exhausted, submit an Authorization to Release slots form to Susan Blackard. Also submit the appropriate on-line change requests in MAFPlan to release slots from your contract immediately. We want your county to keep its slots, but there may be other counties that are in need of the slots which you cannot fill.

Although this email concerns unfilled slots, remember you can still request additional slots at anytime. Fax a completed Request for Additional Slots form to Susan Blackard (fax 919-855-6841) and then follow-up by mailing the original.

If you have any questions, please contact your Program Consultant or Susan Blackard at 919-981-5346. As always, we commend your efforts on behalf of North Carolina's children.
